

Minutes

Developmental Disabilities Resource Board of Directors Meeting

April 26, 2016

This meeting took place at the executive offices of the Developmental Disabilities Resource Board offices at 920 Kent Street Liberty, Missouri on April 26, 2016. The meeting began at 6:30 pm. Present at the meeting were Bob Boydston, Steve Elliott, James Gottstein, Alan Naylor, Pat Schoenrade, Gary Steinman and Rick White. Heath Roberts and Tom Bradley were excused.

Guests at the meeting included:

Barbara Griggs	CCI	Mary Jill Webber	NTRC
Anita Hartman	CHS	Jim Huffman	CCI
Nzala Chenge	TNC	Betsy Keleher	CEADD
Lauren Corcoran	CEADD	Bill Barr	VSI
Jill Bartlett	NEEC	Jean Marshall	ESMW
Jama Mahanes	KCRO	Julie Hartman	ESMW

Announcements

Gary called on Betsy Keleher who introduced Ms. Lauren Corcoran the new program coordinator with the CEADD program at Maple Woods College. Betsy is stepping down after many years as director of the CEADD program. Steve welcomed Lauren and thanked Betsy for her many years of leadership.

Minutes

The minutes were corrected by Steve noting an incorrect motion and second regarding the Finance Committee and Board Owned Property Committee. With these corrections Alan moved for the approval of the minutes and Pat seconded. The motion passed unanimously.

Treasurer's Report – Steve Elliott

Steve noted that the March balance showed assets of \$1,161,725.78 and total liability and equity of \$1,161,725.78. Steve called the Board's attention to the April 20th balance sheet that Brian had sent out. This balance sheet shows that Brian had followed the Board's directive to open two certificate of deposit. However, it did not include the most recent deposit from the State. Therefore Steve said there was an additional balance sheet from April 26, 2016 that shows assets and liabilities of \$1,199,064.55. Income for March was \$256,236.48 with expenses of \$220,525.26 for a net of \$35,711.22. Year to date the income is \$700,212.48 with expenses of \$577,196.18 for a year to date net of \$123,016.30.

The DDRB Balance Sheet shows total assets of \$9,973,030.95 and liabilities and equity of the same. Income for March was \$134,330.22 with total expenses of \$488,702.69 for a net loss of \$349,372.47 for the month. Year to date income is \$4,521,684.84 against expenses of \$1,383,447.40 for a net of

\$3,138,237.44. Steve noted that we were unable to show the 3 month trend report but felt that it is helpful for the Board to see a broader picture of the finances. Steve then referred the Board to the spreadsheet that showed the agency investments. Rick noted there were two typo errors showing incorrect rates and asked that these be corrected. Brian called the Board's attention back to the Balance Sheet that shows the 3 areas of investments so the Board can match that against the investment report. Alan moved that the Treasurer's Report be accepted and Pat seconded. The vote to approve was unanimous.

Administrative Director's Report – Brian O'Malley

Brian informed the Board and congratulated Concerned Care upon the award of a MODOT Grant that the Board had agreed to match for \$15,500.00. The cost of the van is \$8600.00 so the question arose if Concerned Care can just hold the balance of the award to submit as a new grant application. Brian said it was an accounting problem to carry funds over into a new fiscal year. The application is due shortly. Barbara explained that it is a very long process and crosses over fiscal years. The Board does not want to commit to some point in the future. Since the Board had approved the full \$15,500 we will retain the balance until the end of the year. If no decision from MODOT has become clear the Board will take up a new award at the time a new award is made.

Committee Reports

Executive Committee - no report

Finance Committee – Steve Elliott

Steve stated he had covered the Finance Committee report with the Treasurer's Report.

Services Committee – Pat Schoenrade

Pat introduced our potential summer intern, Ms. Grace Miller who was present at the meeting. Pat moved that Grace be hired and Rick seconded the motion. The motion passed unanimously. Pat then stated that she was hoping the Services Committee could meet next Tuesday May 3, 2016 and she would follow up with emails to schedule.

Board Owned Property Committee – Alan Naylor

Alan reported that all the houses with mold issues had been addressed. At Liberty House Alan noted the flooring in the common area needs to be replaced. Alan moved that the Board approve the replacement of the floor at \$18,000 and \$500 for the fascia at Sherwood House and another \$500 for miscellaneous repairs Kent Street. Steve seconded the motion. By roll call vote the motion passed unanimously.

Alan then presented two architects for consideration by the Board. One was Generator Studio and A3G was another. The prices were comparable. Steve said the committee did not choose one over the other but would ask the Board to choose. Jill has worked with Generator Studio and thought they were really good to work with. Gary said he would rather stay with someone we know. Pat asked if using Clay County firms was an expectation. Steve didn't think so and noted the A3G Firm used Jason Kuhlman.

Alan said that it seems the Generator Studio bid and the increased funding be raised from \$10,000 to \$15,500. Rick seconded the motion and through a roll call vote the motion passed.

Targeted Case Management Report – Anita Hartman

Anita reported on the number of Medicaid and Non-medicaid case ratio noting that it has remained consistent for several months. There are a number of new cases so they are preparing to hire another Service Coordinator. Anita called the Board's attention to the "report card" that CHS had just received following the review by the State. She said how pleased she was the report and the impact on the quality of life for residents in Clay County.

Old Business

There is surplus equipment, desks, fax and scanner machines. It is recommended to the Board that the agencies be given an opportunity to use these items. Alan moved and Gary seconded a motion to approve the distribution and give any left over stuff to Missouri Association of Retarded Citizens. The vote to approve was unanimous by roll call.

New business – Steve moved to authorize the purchase of 18 new tablets. Brian indicated the cost would be about \$18,000. Steve moved to approve spending up to \$20,000 for new tablets and supporting equipment. Rick seconded. The motion was passed by roll call vote unanimously.

Steve next toward the Board of the decision to go with a new tech support person who has come in and created backup systems and installed software to assure the security of our data daily and monthly. Steve is also a

Comments

Jill gave an update on the Capital Campaign her agency is conducting and thanked the Board for the Capital Grant. Brian called the Board's attention to an article in the KC Star recently about the Center.

Jama introduced herself as representative of Tim Wholf from the KC Regional Office. She expressed her pleasure at coming to the meeting as she lives in Clay County and is always happy to support the work north of the river.

Mary Jill indicated the lift she is using thanks to DDRB funds is most helpful and thanked the Board. She also announced that the NTRC was planning a sibling event to encourage participants.